

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Youth Shelter Care Nci (23138602)
SNP - Review ID: 4632

Program Year: 2017
Month of Review: April
Lead Reviewer: Brenda Windmuller
Org Representative(s): Patricia Cirks

Site - Level Findings: Youth Shelter Care Nci (8602)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	Only 1% white milk was being offered at lunch and breakfast during the on-site review.	Submit your plan to provide two milk choices at lunch and breakfast.	
1700 - Afterschool Snack	V-1700	Afterschool Snack Program findings: 1. Onsite Monitoring was not completed within first 4 weeks. The SFA is to conduct self-monitoring twice per year; the first review during the first four weeks of the program. 2. Production Records are not completed daily.	For your response, 1. Complete and submit the second required Onsite Monitoring. State your understanding that the self-monitoring must be completed by SFA two times per year and the first must occur within the first 4 weeks of snack service. 2. Submit one completed food production record (FPR) and a description of how FPR will be implemented.	

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1000 - Local School Wellness Policy	V-1000	WELLNESS: The SFA is required to make the Wellness Policy and Assessment available to the public.	Submit a timeline and plan on when and how the SFA will make the Local School Wellness Policy and Assessment available to the public and/or to the families it serves.	
Resource Mgt Comprehensive Review	V-RMCRF	No separate account or line item for the school food service account is in place.	Establish a separate account or line item within the district for foodservice funds. Explain how this will be tracked moving forward.	

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Org - Level Technical Assistance

Area	Question	Comments
1200 - Professional Standards	1216 Validate the SFA's response to Question 1204 on the Off-site Assessment Tool.	<p>ANNUAL TRAINING: Food Service Director maintains a spreadsheet to track training hours. TA was provided to include: who attended, date attended and length of time for each class. All Food Service staff and SFA employees working with the School Lunch Program are required to take 1 hour of Civil Rights annually. The Executive Director needs to complete 2 additional hours by June 30, 2017 and the substitute cook needs to complete 3 hours by June 30.</p> <p>Training hours should meet the following guidelines:</p> <p><u>Director- 12 hours annually</u></p> <p><u>Manager- 10 hours annually</u></p> <p><u>Full-Time Staff- 6 hours annually</u></p> <p><u>Part-time Staff- 4 hours annually</u></p>
1400 - Food Safety	1400 a. Does the written food safety plan contain the required elements? If NO, identify which elements are missing.	FOOD SAFETY: The HACCP plan is missing a blood born pathogen clean-up policy. This is a required element to the HACCP plan.
1400 - Food Safety	1402 a. Does the SFA store a majority of commercial food products used at each school reviewed? If yes, skip proceed to the next question as the review of Buy American compliance will occur at each reviewed school through question 1409.	Several non-compliant items were observed in the storeroom during the on-site visit. These items include: white rice, white pasta, cereal, shortening product containing trans-fat. These items may not be used for the School Lunch Program meals.
1600 - School Breakfast and SFSP Outreach	1600 How did the SFA inform families of the availability of the School Breakfast Program prior to, or at the beginning of, the school year and provide reminders about the availability of the School Breakfast Program throughout the school year?	Breakfast Promotion: The USDA requires SFAs to promote their breakfast program at least 2 times annually to households. Promotion should include times available, the components of a healthy breakfast and should encourage all students to attend. FSD suggested the students create posters to promote breakfast as a classroom activity.
1600 - School Breakfast and SFSP Outreach	1601 How did the SFA inform eligible families about the availability and location of free meals for students via the Summer Food Service Program?	Summer Meal Promotion: The SFA should promote summer feeding programs to all students every spring to be sure that families are aware of the availability state-wide.

Site - Level Technical Assistance Youth Shelter Care Nci (8602)

Area	Question	Comments
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400 - Meal Components and Quantities - Lunch	407 a. Has the school offered the planned menu for the day of review?	Modifications in the menu are allowed, however, be sure to document changes and be sure that daily and weekly requirements are still being met.
400 - Meal Components and Quantities - Lunch	411 a. Did the school comply with the planned menu for the review period?	<p>PRODUCTION RECORDS & STANDARDIZED RECIPES: Production records evaluated from the review period are missing some quantities produced, or planned quantities. Label quantities with standardized unit of measure (oz, lb, cup, each) These numbers should be recorded daily and kept for three years plus the current year. Standardized recipes should be used for all menu items that combine two or more ingredients to ensure consistency and compliance with guidelines.</p> <p>Production records should include item prepared (not just list of ingredients) or reference cycle menu week or recipe number.</p> <p>CN labels must be kept on file for all products. Lettuce only counts for half of the volume served.</p>
600 - Dietary Specifications and Nutrient Analysis		Sodium Levels: The SFA was reminded of the sodium level guidelines. The SFA currently provides extra salt to students when asked. The naturally occurring sodium in products provide the allowed quantity. It is recommended that extra salt is no longer available to students.
1400 - Food Safety		Technical Assistance was given to SFA to utilize USDA Commodity funds provided to them. SA sent a link to a webinar and recommended FSD learn more about the program by watching webinar and talking to USDA Foods Consultant at Iowa DE.
1400 - Food Safety	1403 a. In the comments section, list the dates of the two (2) most recent food safety inspections.	INSPECTION: Technical assistance was given, the SFA should contact their Health Inspector and request two inspections each year. Maintain documentation of the request and any reply. A minimum of one inspection must be completed annually.

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Org - Level Commendations

Description
ACCESS AND REIMBURSEMENT (100): Benefit documents, as well as all paperwork, were well organized. 100% of students receiving benefits were on the Direct Certification list. Documentation is kept on file from appropriate agencies to include SVAP, FIP, FDIPIR, Migrant, Homeless and Foster Children. Verification was not required.
CIVIL RIGHTS (800): The And Justice for All civil rights poster was posted in the cafeteria. Annual civil rights training was provided food service staff and all support staff and documented. Ethnic/racial information is collected. No discrimination was observed. The current state and federal non-discrimination statements are included on all program materials.
LOCAL SCHOOL WELLNESS POLICY (1000): The wellness policy has been updated within the past three years. The policy has nutrition education, physical activity and other wellness goals included. An assessment has been completed. A wellness committee is in place to set goals and help assess the completion of the goals. The committee is made up of students, faculty, staff, and community members. The SFA involves the students in classroom discussion about nutrition and exercise.
MEAL COUNTING & CLAIMING (300): Meal counts during the on-site review were reasonable when compared to the review month counts. Meal count totals for the month of April appeared accurate and complete. Food Service Staff ensured each student received the required meal components, another staff member recorded the names of students eating the meal. The recorded meal participation is reviewed by the Food Service Director and compared to the daily census before being submitted as a claim.
PROCUREMENT: The SFA has a comprehensive written Procurement Plan that includes federal and local thresholds, procurement methods and documentation for all purchases, the plan indicates those responsible for rewarding, reviewing, documenting and monitoring procurement events, and specifications were well-written and comprehensive. The SFA also has a written Code of Ethics/Conduct which includes conflicts of interest, accepting items of monetary value, disciplinary actions, and checks and balances.
PROFESSIONAL STANDARDS (1200): Tracking was provided that documents that the director received the required 12 hours of annual training in 2016/2017. There was a comprehensive list of all employees involved in child nutrition programs and in the center which tracked annual training. The FSD is Serve Safe Certified.
RESOURCE MANAGEMENT (700): The resource management section of the off-site assessment tool was completed on time. Review month receipts were reviewed, indicated appropriate and allowable expenditures. Reports are filed on time, and all records have been maintained since October 2016, beginning of School Lunch Program Participation. Errors are expected to fall below the \$600 disregard, no fiscal action required.
SFA deals well when faced with adverse circumstances. A large storm took out the power to the facility during the on-site review. Staff was able to prepare compliant meals with the tools still available to them. The situation was handled with a positive attitude.

Site - Level Commendations Youth Shelter Care Nci (8602)

Description
FOOD SAFETY (1400): The SFA maintains a clean and well organized kitchen, following safety standards: food handling, recording temperatures, proper labeling and food storage. The latest health inspection report was posted in a publicly visible location. Food Service Staff took temperatures of food product and recorded the temperatures daily. Temperature logs were kept on file for a minimum of 6 months.
MEAL REQUIREMENTS & COMPONENTS (400): The Food Service Director, FSD, does an excellent job of menu planning and incorporating products available at the Food Bank of Iowa and donated items. All meal components were available at the beginning of meal service on the days of observation and throughout meal service. Menus met weekly and daily meal pattern requirements. Standardized recipes are available for many of the food items produced. Water was available as required. Many low fat and low sodium food items were observed in storage. Students had sufficient of time to eat after receiving meals. Signage was posted explaining what constitutes a reimbursable meal. All students were observed to have a reimbursable meal during the day of the review.
OFFER VS SERVE: Offer vs. Serve is being implemented properly. All students observed selected 1/2 cup of fruit and/or vegetable. Cafeteria staff have been trained on offer vs. serve.